

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **August 23, 2012 at 6:00 p.m.** at the **Brown County Central Library, 515 Pine St., downtown Green Bay, WI**

PRESENT: TERRY WATERMOLEN, CARLA BUBOLTZ, KATHY PLETCHER, CHRISTOPHER WAGNER and PAT WILLIAMS

EXCUSED: DON CARMICHAEL, CHRIS FROELICH, JOHN HICKEY and VICKY VAN VONDEREN

ALSO PRESENT: Lynn Stainbrook, Lynn Hoffman, Lori Denault, Sue Lagerman, Kevin Raye (Brown County Information Services).

President Terry Watermolen called the meeting to order at 6:00 p.m.

APPROVE/MODIFY AGENDA

Motion by Pletcher, seconded by Wagner, to approve the agenda. Motion carried.

MINUTES, BILLS AND COMMUNICATIONS

There were no modifications to the July 19 and August 16, 2012 minutes and they stand approved.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

There were no communications.

OPEN FORUM FOR THE PUBLIC

No one was present to address the Board.

INFORMATION SERVICES REPORT ON SERVICES RECEIVED

L. Stainbrook reported that joint IS and library staff meeting took place earlier in the week and focused on the progress being made on current projects and those scheduled. Communication has improved greatly as a result of these meetings and they are getting shorter as there is less to discuss. Information Services Director Dave Hjalmsquist also attended. K. Raye reported that some other departments also hold similar meetings. I.S. is planning a LEAN event that will examine work management for the county. The goal is to re-evaluate procedure and policies so as to work as efficiently as possible. The library will participate in a customer service pilot project that will be launched. If successful, the project will be rolled out to all other county departments. The purpose is to show what IT is doing in and for Brown County. K. Raye reported that an upgrade to the public Internet pipe (20MB to 1GB) will take place by October 31. The structure is in place and the application to Wiscnet has been completed and submitted. This upgrade will result in an improved end-user experience. A recent meeting with Insight expressed interest in extending fiber to the Pulaski Branch. Talks continue to determine where the network would be laid out. The East Branch fiber opportunity will not be realized but an inquiry has been made for a potential service upgrade for that location with AT&T. K. Pletcher gave a brief history of Wiscnet. They have about 500 members and serve school districts, government agencies and libraries. The county used to belong to Wiscnet but at the time when the county had so many Centrex lines, AT&T was the better option. Now, with the implementation of VOIP phones, AT&T's services have been greatly reduced and Wiscnet is the better choice. The old Horizon server crashed and the power supply is bad. Any further component failure will end the server's life. It will be determined how to decommission this server.

K. Raye left at 6:20 p.m.

FACILITIES REPORT

L. Stainbrook reported on behalf of C. Beyler. An updated progress report on the library facilities maintenance long range plan was distributed. The spreadsheet itemizes projects completed; new projects; and items not recommended. A half-sized boiler is recommended for Weyers-Hilliard and with the availability of a new Focus on Energy grant, it may be possible to also install a boiler at the Kress Family Branch for the price of one. Another grant offers \$25,000 to 12 different schools and government agencies. The library's segment of this application has been completed and forwarded on to the county's energy committee.

Carryover funds were designated to complete the in-ground lighting at Kress. This project hasn't been completed because the library is waiting for more information about incentives that would ultimately allow more lights to be replaced. Curt met with Kone (elevators) who stated they could install a new 2500# gearless traction elevator with an extra 8 inches of depth without major hoist modifications and come within ¼" of the specifications. The current support is for a center door opening but a side door opening would better accommodate daycare strollers, wheelchairs and stretchers.



Square D and Eland Electric examined the electric switch gear. Since the new units are much smaller, there may be enough clearance to only have one exit as opposed to two. Several attempts have been made to repair roof leaks at the East Branch. Maintenance talked to Blindauer Roofing who recommended replacement. Library property (books and other materials, equipment, furniture, etc.) has not suffered damage because of leaks but the potential exists. The Board wondered what the library's options are since this is a rented space and the landlord is difficult to reach.

80% of the work is complete in preparation for the RFID conveyor at the Central Library. Installation of the materials handling unit is scheduled for September 10.

C. Beyler has had two meetings with County Public Works to discuss planning and prioritizing repair projects at the Central Library. It was agreed that one firm should do all work for the purpose of an inclusive plan. There was a directive to "knock out nuisance projects" or those that could be done quickly in 2012. There was a consensus on the arc flash study of the elevator shaft. The elevators would be a standalone project that would not take place in 2012. The Library Board was clear that there will no approval of any projects unless they are ADA compliant and stressed that Curt needs to be absolutely sure about the need for an extreme and complete understanding of how things will be done (including meeting fire code) and to be sure that any costs that take place now won't be lost if the building gets renovated. (Example: the ¾" shortage on the elevator renovation – what does this mean? Is that close enough or not close enough? Will standards change?) When Boldt was leading the project, they contacted the state to know exactly what was needed (variances, etc.) It is unknown if any of this communication has taken place since.

L. Hoffman noted that Kone's proposal leads her to believe that the elevator cab fits the equipment that is specified and the clearance is ¾" short of the specs but experience indicates that the tolerance can be narrower than what is specified to operate.

The Library Board wants a project plan and believes that the county board should want one too. Smaller projects that could stay out of committee would be expedited but the order in which these independent projects should be completed needs to be determined.

Curt recommends having an engineer/architect attend future meetings... but whom? And who will pay?

A local civic organization contacted L. Stainbrook to discuss a substantial donation to be used for the children's area. Ideas included a fun and inviting entrance, a story time area, a crafts space, a pre-K/toddler area, etc. This is a perfect example of how the whole renovation could have moved forward. P. Williams requested that this opportunity be mentioned to Ed & Rec.

The County Board voted on forming a committee to examine the future needs of the library. There has not been a report. K. Pletcher will follow up with Tom Lund and ask what the process is, who is serving on the committee and when the Library Board can expect a report.

L. Hoffman presented an architect's proposed layout for the 12-year old Weyers-Hilliard Branch. It is forward thinking and designed to accommodate RFID. The branch, built in a traditional manner for staff workflows, has several obstacles. The new plan creates a flow through the center of building, shifts furniture to open the area up and creates a living room concept. The present self-check layout prevents use; the check-in area is awkward and the wall creates visibility problems. The new plan makes self-checks a primary destination. Items being held would be moved and a full service kiosk would be created. Materials check-in would be removed from public view. Plans are in the works to deconstruct the wall and make furniture moves happen. Shelf space is being decided on. L. Hoffman will work with staff directly to determine what collections will go where. Project cost is estimated around \$5000 and donated funds will be sought. C. Wagner stressed reconfiguring the shelving to make the most of it. Plans for modifications to the Ashwaubenon Branch also exist but involve additional work including construction.

ACCOUNTANT'S REPORT

a. **Financial Report** L. Denault presented the July, 2012 financials. **Motion** by Buboltz, seconded by Wagner, to approve the July, 2012 financial reports. **Motion carried.**

b. **Acceptance of Gifts, Grants and Donations** **Motion** by Wagner, seconded by Pletcher, to approve the July, 2012 Gifts, Grants and Donation reports as follows:

Brown County Library Gifts, Grants & Donations Report July 2012

Gifts & Donations

07/05/12	Mary & Sandy Bohman	50.00	East Adopt-A-Program
07/12/12	Mary & Sandy Bohman	150.00	Central Adopt-A-Program
07/12/12	Ann Kapitz	500.00	Southwest Improvements
07/26/12	Branch Buddies of the Brown County Library	45.00	W-H Summer Reading Prizes

07/26/12	Friends of the Brown County Library	9,122.33	Equip. & Supplies
07/01/12	Ashwaubenon	11.58	Donation Box
07/01/12	Bookmobile	7.45	Donation Box
07/01/12	East	55.92	Donation Box
07/01/12	Weyers/Hilliard	10.19	Donation Box
07/01/12	Central Circulation	68.65	Donation Box
07/01/12	Kress	13.30	Donation Box
07/01/12	Pulaski	9.59	Donation Box
07/01/12	Southwest	16.14	Donation Box
07/01/12	Wrightstown	14.12	Donation Box
Total Donations		\$ 10,074.27	
Federal & State Grants			
07/31/12	Nicolet Federated Library System	\$ 5,380.33	Collection Development
07/31/12	Nicolet Federated Library System	4,045.00	Gates Match-Technology
Total Grants		\$ 9,425.33	

Motion carried.

BUDGET

L. Stainbrook and V. Van Vonderen met with the County Executive last week. L. Stainbrook reported that the meeting went well. She didn't sense that additional cuts would be proposed. There was discussion about county reimbursements for library services as the County Executive has been receiving calls from billed counties as well. Those payables are being used to balance the library's budget. It is unknown what will happen if nonpayment occurs. Lynn commented that Vicky did a nice job talking about the library experience, pointing out that in addition to the books and materials the library offers; it is also a community service and meeting place.

LIBRARY BOARD RETREAT

C. Buboltz explained her past experiences with board retreats. They have covered a number of topics including operations/planning; self-evaluation of board; board meeting structure; policies; demographics and the effectiveness of the agency's service to them; programs and process; perceptions data; what works and what doesn't; and hard data review. She has found them valuable and a good opportunity to review roles and responsibilities, and set goals. Retreats are open to the public so having a quorum of the board is not an issue. Retreats also provide a good opportunity to consider mission, vision and service array as well as the future (budget, outlets and related topics). A facilitator would be useful as it is difficult to facilitate and participate at the same time. K. Pletcher and V. Van Vonderen will work to draft an outline. P. Williams is also interested in knowing how many people the library serves strictly in Brown County versus those from outlying counties.

REPORT OF WORK RULES COMMITTEE

a. Approve Dress Code Policy

Motion by Pletcher, seconded by Buboltz, to approve the Appearance Policy. **Motion carried.**

b. Approve Confidentiality Policy

Motion Wagner, seconded by Pletcher, to approve the Confidentiality Policy as amended with modified language to include 'with other library service providers' under number 8. **Motion carried.**

NICOLET FEDERATED LIBRARY SYSTEM

a. Monthly update

Discussion centered on a Special Needs plan to help find grants for smaller libraries and out-of-county reimbursements.

PRESIDENT'S REPORT

T. Watermolen commended Carla for her leadership on the Library Director's performance review process. Her experience and knowledge was extremely helpful. Terry also suggested possibly surveying the county board on what they would like and what type of information they would prefer from the Library Board. Having this understanding may improve communication; reduce frustration and result in better-informed county board supervisors – particularly those outside of the committees the Library Board works with. K. Pletcher suggested that Library Board members could be assigned and act as liaisons to particular county board members.

DIRECTOR'S REPORT

L. Stainbrook noted that staff has talked about space in NFLS that will become available in the new year. The Technical Services Department could possibly relocate there as the space is large enough, secure and has easy access to an elevator. This move might only require slight modifications and additional data lines. The department's current space could be opened up to create additional public space. Technical Service staff just completed a LEAN event on work spaces and work flows.

Representatives from Oconto County are scheduled to meet with L. Stainbrook to discuss the process used in determining the reimbursement charges. Terry reminded that people are not being double taxed; state statute provides for this action; the bill is for only 70% of the total; and this process was implemented to be fair to the taxpayer's that are paying for library services.

CLOSED SESSION

No action. There was no need to go into closed session since the resolution recognizing Library Board authority was approved by the County Board.

RETURN TO OPEN SESSION:

No action.

POSSIBLE ACTION REGARDING LIBRARY BOARD AUTHORITY

No action. L. Stainbrook and L. Hoffman will meet with Lynn Vanden Langenberg and Tom Smith from County Human Resources to discuss the library's next steps – what can be done right away and what needs additional preparation. The relationship with HR will be more of a Memorandum of Understanding - what the county will provide and what the library will control- than that of a contract.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

None.

ADJOURNMENT

Motion by Buboltz, seconded by Wagner, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:16 p.m.

NEXT REGULAR MEETING

September 20, 2012

Southwest Branch Library
9740 Ninth Street, Green Bay
6:00 p.m.

Respectfully submitted,

Carla Buboltz, Library Board Secretary
Sue Lagerman, Recording Secretary